

Federal Victims of Crime Act (VOCA)
FY 2004 Application for Funding

Budget Request – Instructions
Page 1

OVERVIEW

Prior to filling out the VOCA Budget Request, please review the new VOCA Program Guidelines, particularly Section IV: VOCA Eligible Services and Section V: Financial Policies and Procedures. **Generating program income on VOCA time is not allowable.**

The Victim and Witness Assistance Board will determine final FY 2004 funding levels. Please review the application and program manual for further details.

Program budgets must include only those expenses to be paid by VOCA funding and VOCA matching contributions.

Budgets are submitted to MOVA during the application process and reviewed by the procurement team, MOVA staff and Board. Budgets should not be considered finalized, and VOCA recipients should not commit funds, until a contract with MOVA is executed.

DETAILED EXPLANATION

Note: Please type the agency name and date of submission at the top of each budget page.

Page 1, Budget Request Summary (*must match corresponding budget pages*)

Section A: *Column A3* is the amount of federal VOCA dollars requested for each line item. *Column A2* is the amount of Program Match that must be allocated to VOCA eligible services; the totals are indicated in Section B. *Column A1* is the sum of columns A2 and A3.

Section B: Fill in *B1* and *B2*. Divide B2 by B1 to determine the match percentage. Total program matching contributions must be equal to at least 25% of VOCA funding. In other words, Row B3 must be 0.25 or more. The amount in row B2 must equal the total in Column A2.

Page 2, VOCA Program Personnel

Please list all personnel to be supported by federal VOCA funds and Matching Contributions. Volunteers and interns allocated as In-Kind Match should be listed in this section.

Page 3, VOCA Program Consultants

Please list all consultants to be supported by federal VOCA funds and Matching Contributions. Volunteer consultants providing VOCA eligible services used as In-Kind Match should be listed in this section.

Page 4, VOCA Program Office/Administration

Please list all Office and Administrative expenses to be covered by federal VOCA funds, and Matching Contributions. Donated supplies and furnishings used as In-kind Match should be listed as Match in this section. Because capital items with a value of \$5,000 or more must be liquidated with funds returned to the federal government upon termination of the grant, MOVA will not approve budgets listing capital items at \$5,000 or more. Rent and other facility cost line items must only show cost for the square footage related to the VOCA funded services and not other program space. If space used is shared in common, then cost must be divided equitable with the user programs.

Page 5, VOCA Program Other Costs

Please list all Local Travel, Training and Other expenses to be covered by federal VOCA funds, and Matching Contributions. Any Travel, Training or Other expenses used as In-Kind Match should be listed in this section.

Page 6, Sources of Matching Contributions

This page is divided into four subsections: In-Kind, State, Local and Other Sources. Under each section, please list the source of funding you will use for each Budget Item listed on pages 2, 3, 4, and 5.